



**NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 South Hansell Street
Maxwell Air Force Base, Alabama 36112-6332**

MEMORANDUM FOR CIVIL AIR PATROL UNITS

NOV 27 2002

FROM: NHQ/EX

SUBJECT: Policy Letter LG-03, Control of Non-Communication Equipment

The purpose of this policy letter is to state Civil Air Patrol's policy with respect to the control of non-communication type equipment.

GENERAL: The current CAPR 67-1 does not address the May 2000 National Executive Committee (NEC) change in equipment/items accountability. Non-expendable equipment/items valued at a \$2,000 threshold or more must be accounted for in a National Headquarters centralized database.

NEW POLICY: Non-Expendable equipment/items valued at \$2,000 and above will be accounted for in accordance with CAPR 67-1 procedures. In addition, non-expendable equipment/items valued below \$2,000 that meet the definition of life support equipment (LSE), pilferable items, or otherwise specified, will be accounted for in accordance with CAPR 67-1 in the National Headquarters database. See attachments for definitions and examples of life support equipment and pilferable items.

A National Headquarters centralized database for tracking equipment/items is under development and will be titled the Civil Air Patrol Asset/Inventory/Real Property Tracking System (CATS). Fax or mail all CAP Form 37E transactions on assets identified as valued at \$2,000 or above, LSE and pilferable, to CAP/LGS until CATS is implemented. CAP/LGS will maintain the centralized database and will make all inputs for CAP units.

Unit commanders will develop and implement a local tracking method to allow for control and security of non-expendable assets valued below \$2,000 until CATS is implemented. Special emphasis will be placed on DoD/CD funded assets to ensure they are managed in accordance with DoD 4160.21.M. CAPR 67-1 may be supplemented with local tracking procedures until the regulation is revised. See attached example of local database. Minimum requirements are included.

NOTE: For planning purposes, CATS will provide a centralized method of tracking all equipment (auditable, non-auditable, member-owned, leased, state provided, etc.) that a unit feels it needs to track for mission or administrative purposes. If you have questions concerning your accounts, please use logeqp@capnhq.gov. Address questions regarding this letter to KC Jones at kjones@capnhq.gov or 334-953-2945; DSN 493-2945. Fax 334-953-1668/1014 or DSN 493-1668/1014.

Thank you!!



ALBERT A. ALLENBACK
Executive Director

Attachment:

1. Life Support/Pilferable Item List
2. Sample Local Database

cc:

CAP-USAF LR/LG
CAP-USAF/LG

Attachment 1

Pilferable Asset. Assets that have a ready resale value and are *especially* subject to theft, such as, but not limited to:

Power Point Projectors

Video Cameras

Portable Generators

Telescopes

Digital Cameras

Stabilizing Binoculars

Handheld Global Positioning Systems

Deactivated Firearms

Life Support Equipment (LSE). Personal equipment items, pre-positioned, or aircraft-installed equipment that protects, sustains, or saves human life, such as, but not limited to:

Oxygen bottles

Life rafts

Life vests

Fire extinguisher, Aircraft, Flightline

Attachment 2

Local Database
Example

FSC	Noun	Make	Model	Description	Serial #	Region	Wing	Unit	In Service Date	Cost	Source	Location
6605	DIRECTION FINDER	L-PER		HANDHELD	6405	NER	NY	202	3/21/1994	\$394.00	Local Purchase	
1730	ACFT PREHEATE R				CAP005435	NER	NY	043	4/1/1990	\$563.00	FOB	
6605	DIRECTION FINDER	L-PER			1420	NER	NY	043	6/1/1985	\$110.00	FOB	
6605	ELT				CAP005403	NER	NY	043	1/1/1988	\$300.00	Local Purchase	
6605	ELT	L-PER	FINDER		CAP005402	NER	NY	043	9/1/1987	\$300.00	Local Purchase	
6605	DIRECTION FINDER		LH 10		5995	NER	NY	084	7/1/1990	\$300.00	Local Purchase	
6605	ELT											
6605	LOCATOR				012	NER	NY	118	6/1/1989	\$750.00	DONATION	
1730	ACFT PREHEATE R				792307	NER	NY	134	11/1/1991	\$563.00	FOB	
6605	DIRECTION FINDER				525	NER	NY	134	4/1/1980	\$230.00	DRMO	
6605	DIRECTION FINDER	L-PER			4266	NER	NY	202	3/1/1990	\$260.00	FOB	
6605	DIRECTION FINDER	L-PER			4312	NER	NY	202	3/1/1990	\$0.00	FOB	
6605	DIRECTION FINDER	L-PER			4408	NER	NY	202	3/1/1990	\$0.00	FOB	
6605	POINTER			CADET 6000	6759	NER	NY	202	3/1/1990	\$125.00	FOB	
1730	ACFT PREHEATE R				1149FF12V7917	NER	NY	251	1/1/1990	\$563.00	FOB	
6605	POINTER			CADET	6684	NER	NY	251	4/1/1989	\$0.00	FOB	
6605	DIRECTION FINDER				92214-001	NER	NY	251	2/1/1992	\$350.00	FOB	
6605	ELT	L-PER			CAP005401	NER	NY	043	9/1/1987	\$300.00	Local Purchase	

1. Federally funded includes DRMO, CD Funded, DoD Funded, FOB
2. Donations includes State Purchased, Private individuals/organizations
3. Local Purchase includes purchases with unit funds